General Reference Center
Search Tips

Comprising general interest sources that include magazines and newspaper articles, dictionaries, encyclopedias and almanacs, *General Reference Center* makes it easy to find the answers you need. Your library may have either *General Reference Center or General Reference Center Gold*. We have used the *Gold* version as an example of *General Reference Center's* search capabilities.

HOW TO USE GENERAL REFERENCE CENTER

Go to the *General Reference Center* URL with your Internet browser. At the home page, you will find the following search options:

- For single topics, **Subject Guide** yields the most authoritative results
- Use **Basic Search** for multiple topics or single topics
- **Advanced Search** is best for finding something specific, such as the title of an article or the name of an author
- To find a particular source, use **Publication Search**

SUBJECT GUIDE SEARCH

Type the subject word(s) in search field and click on **Search**. You may narrow your search to full-text articles, peer-reviewed publications, documents with images, publication date or publication title.
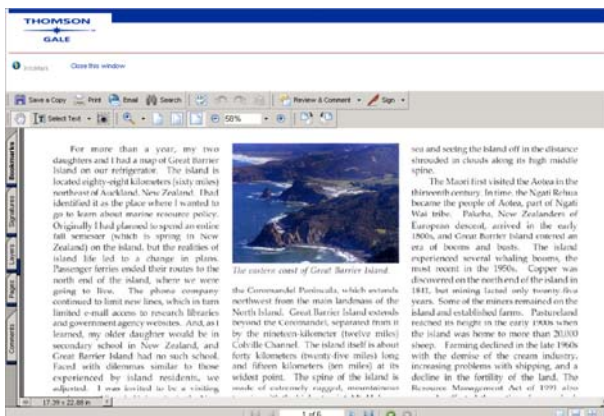

The screen in the column below lists subjects containing your search term. Click on the hyperlinked term to see a list of results, or you may narrow your search by subdivision. Click on related subjects to expand your search.

Although this search is easy to use for most common search topics, you may need another search option for topics that are referenced infrequently. These search options will be explained later.

By clicking on the subject term, you will be taken to the results list as shown below. Scan the list of titles to locate one to fit your research needs. You may also view the reference, news, and multimedia results by following the tabs at the top of the search results list.
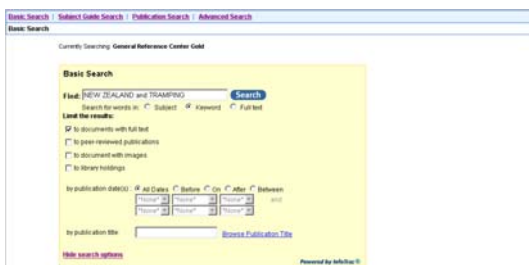

You may view the full text of your results immediately or mark for future reference. The original of this document (from our search for New Zealand) may be viewed in PDF format (see example below).
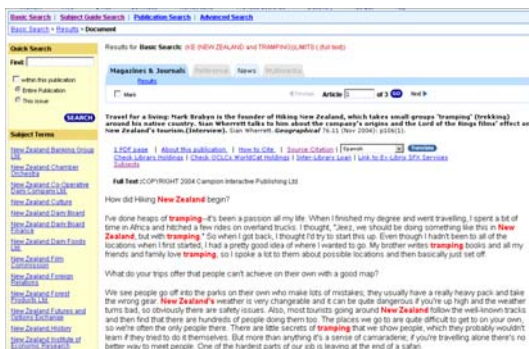
BASIC SEARCH

Use **Basic Search** to define your own search strategy. Results are presented in reverse chronological order.

Choose **Basic Search** from the navigation bar. For a broader or more limited search, you may use **and**, **or** and **not** connectors, or limit the results to documents with full-text, peer-reviewed publications, documents with images, publication date or publication title.

You may select one or more articles for viewing from the results list, as the example above shows in full-text.

ADVANCED SEARCH

Use **Advanced Search** for:

- Finding a specific article, when you already know the title, publication name or author
- Locating all articles by a specific author or journalist
- Retrieving all articles from a certain journal
- Combining your terms with Boolean operators and index fields

Enter the term(s) and an index field. Boolean operators, and, or and not let you connect up to three terms or you may limit your search even further by selecting the full-text limit and/or specifying a publication date. Click on the hyperlinked text to read the full-text of the article, or on one of the options below the citation to view the title as a PDF.

PUBLICATION SEARCH

Enter the publication title you are searching for within *General Reference Center* to locate a title.

TOOLS

On the home page and throughout subsequent screens, you will find additional tools to assist you. They include:

- Infomark
- Print
- E-Mail
- Download
- Marked Items
- Previous Searches
- Dictionary
- Title List
- Help

If you require further assistance with *General Reference Center*, please consult your librarian.